Project Managers' Advisory Group

MINUTES
May 15, 2006

Attending:

Sharon Hayes	ITS/EPMO
Jesus Lopez	ITS/EPMO
Bob Giannuzzi	ITS/EPMO
Shaw Erfani	ITS/EPMO
Gaye Mays	ITS/EPMO
LaQuita Hudson	ITS/ES
Kiran Babu	ITS/ES
Glenn Poplawski	ITS/ES
Gary Evans	DOT
Patsy Thames	DOT
Carol Morin	DOC
Bruce Humphrey	NCCCS
Valerie Maat	OSC
Janet Flanders	DOR
Deanna Perry	DHHS
Charles Fraley	DHHS
Joe Cimbala	DMH/DD/SAS
Gary Hinkel	OSA

Bob Giannuzzi welcomed everyone to the meeting and introduced first time participants Gaye Mays, Kiran Babu, Patsy Thames, and Valerie Maat. Approval of April minutes was called for and approved.

Bob then introduced **John Schultz**, who delivered a presentation on the structure and objectives of the PMO Executive Council. He took members through and highlighted topics on the Council's webpage. He also passed out a recent research report entitled *A Function in Transition, Emerging Organizational Models for the PMO.* **Bob** will ensure that all agency PMOs not represented at the meeting get a copy. **John** will send Bob copies of a brochure describing this Council's summary of member services and research activities for the coming year. He has since sent a list of all the councils to which North Carolina subscribes (attached). These are available to all of us and accessible with our PMO Executive Council password.

Sharon Hayes announced the formation of an Earned Value Task Group. She would like this group to look at how projects can report schedule progress in terms of EV. She pointed out that the federal government is requiring EV reporting in its IT projects. **Sharon** has assigned **Shaw Erfani** and **Steve Tedder** of the EPMO to this team and solicited three more volunteers from the PM Advisory Group. **Bob Giannuzzi** pointed out that the Beacon HR/Payroll project will report using EV with hours as the currency.

Bob Giannuzzi informed that the NCPMI Public Sector LIG would next meet on June 3rd. It was noted that the meeting is scheduled for the first Thursday of every month, at 6:00 pm. This month's topic is *Security Considerations in the Systems Development Life Cycle*. Go to ncpmi.org for details. **Shaw Erfani** reminded members that the EPMO webpage does have a link to the NCPMI webpage.

Bob Giannuzzi called for updates from the Task Groups. The Methodology team represented by **Charles Fraley**, **Glenn Poplawski** and **Gary Evans** reported that their focus is on wrapping up the business case guidelines and framework documentation. **LaQuita Hudson** reported that the PM Promotion and Education task group is looking at how it can create an effective way to educate folks on the SB991 process, including creating a business case and how to get through approval gates. Bruce Humphrey pointed out that he has already presented material shared by DHHS on SB 991 to his agency management. LaQuita also reported that drafts of PM banding competency levels have been submitted to ITS HR. These will be forwarded along with market analysis to OSP. Effective date for PM banding is now probably 3rd or 4th calendar quarter of this year. **Bob** advised that with PM banding imminent, the Mentoring and Training task group should revisit mentoring. **Sharon** added that the group should investigate the Department of Labor's apprenticeship program.

Bob Giannuzzi informed the group that he would continue to include upcoming teleconferences in the PM Advisory Group meeting minutes. Coming up:

Organization/website	Contacts	Upcoming Calls
http://www.nascio.org/ nascioCommittees/ projectManagement	Elizabeth VanMeter 859/514-9176 evanmeter@AMRms.com Access *888/272-7337 conference ID 7544292#*	June 6 (3:00) Strategic Partnerships with Service Providers July 11 (3:00) Federal PM Certification Requirements
PMO Executive Council http://www.pmo.executiveboard.com/ PMOEC/1,3241,,00.html	Register at website	June 22 (12:00) Integrating Resource Planning with Portfolio Development
Information Risk Executive Council http://www.irec.executiveboard.com/	Register at website	June 20 (11:00) Metrics Scorecard Builder Walkthrough
CIO Executive Council http://www.cio.executiveboard.com/	Register at website	June 14 (12:00) Project Execution Series: Reinforcing Project Delivery Discipline

Shaw Erfani reported that the EPMO webpage now has a Draft In-Process Documents heading, with subheadings: Change Control Process, Change Request Form, Change Request Log, and Change Request Status Report. He informed that these were working documents and that agencies could provide input.

Babu Kiran said that estimating completion of projects is always a challenge. He suggested that having lessons learned could assist with the estimation process. **Charles Fraley** mentioned that years back ITS had a knowledge planning tool that was used in estimating task durations. **Sharon** will have her team investigate whether there's currently an estimating tool worth purchasing.

Sharon Hayes advised that the EPMO is looking at refining the work flow process. She said that there was particular interest in insertion of a procurement gate, which would be a decision point for signing a contract with a vendor. **Sharon** also mentioned that her group will be investigating ways to track benefit realization. **Bob Giannuzzi** pointed out that cost/benefit analysis required at all the gates should also be revisited during Change Requests.

Charles Fraley, citing SCIO George Bakolia's memo on the procurement process and subsequent training, asked when that training will be delivered. Sharon responded that the EPMO and ITS Enterprise Procurement will be jointly developing and then delivering this training commencing in July.

Sharon advised that no one from the PPM tool team was available to attend, but that **Jim Tulenko** is still looking for recommendations from members for Lunch and Learn sessions. **Jim** and **Charles Richards** are currently focusing on reports training for reviewers.

Bob Giannuzzi closed with potential key topics for next month's meeting:
- revisit suspended Task Groups
- share lessons learned from closed projects

Meeting adjourned at 4:40 p.m.

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The **PMO Executive Council** offers senior PMO executives innovative strategies for:

- *Portfolio Management*
- *Project Methodology and Planning*
- *User Adoption*
- *Metrics and Reporting*
- *Coaching and Upskilling*
- *Resource Use*

Maximizing the Value of your PMO Executive Council Membership -- Slides & Audio

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